

2022 Independent Contractor Instructor Handbook



City of Maple Valley
Parks & Recreation

Information regarding
Teaching a class or program.



Instructor Opportunities

Interested in Teaching in partnership with Parks & Recreation?

The City of Maple Valley Parks & Recreation Department is always looking for qualified Instructors to teach exciting and innovative new classes. If you have a special skill or are particularly knowledgeable about a subject and would like to share it with others, we would be interested in receiving a proposal for a class, clinic or workshop. Please take the time to look through the latest promotional materials to make sure that we are not already offering the class or something similar.

Applications are accepted anytime; however, please plan for a start date three (3) months ahead. Please be aware the indoor facility spaces at Lake Wilderness Lodge and the Tahoma School District are limited and reserved for ongoing classes. The use of the Tahoma School District facilities will include a fee that will be incurred on monthly invoicing.

Possible Course Considerations

Adult Dance
Adult Art
Photography
Floral Arrangement
Investment Classes
Jewelry Making
Karate or Martial Arts
Parent and Me Classes
And many others

Please review current classes and programs as promoted by Parks & Recreation prior to submitting an application

If we decide to select your proposal, we will notify you. If we are unable to integrate your proposal into our current offering of classes, we will keep it on file for one year.

Make sure to include a resume detailing class experience and a sample course outline. Additional requirements if selected:

- Background Check via email provided by City of MV Human Resources
- Insurance (depending on risk level of class)
- Enter into a one (1) year contract with the City

Submit your application in person to the LW Lodge or by mailing to:

**City of Maple Valley
Parks & Recreation
Attn: Recreation Coordinator - Classes
22500 SE 248th Street
Maple Valley, WA 98038**

WA

If you have further questions about your application or contract, please contact Allison Scott at 425-432-9953 or email to Allison.Scott@maplevalleywa.gov

TABLE OF CONTENTS

- Instructor Opportunities
- General Information
- Navigating Your Contract
- Insurance/Endorsement Sample
- The Guide- Class Description
- Absences, Subs & Cancellations
- Tips for writing course descriptions
- Recreation Department marketing help
- Marketing Tips & Class Promotion
- Safe Music Levels
- Invoicing Procedures/ Claims Schedule
- Scope of Work Example
- W-9 Information & Form
- Emergency Contact Form/Background Check
- Instructor Course Template form
- Medical Form Sample
- New Class Proposal Form
- Evaluation Form
- Facility Condition Report Form



General Information

Instructor Percentages

Based on your proposal you may be offered a 70/30 or an hourly facility rental option. Only contractors offering their own registration may be considered for the facility rental option.

Participation fees will be decided by P&R staff based on, and inclusive of, facility use fees, registration/admin support, marketing and promotion and other overhead costs, in order to meet city cost recovery standards.

All City of Maple Valley programs will be required to be hosted at a city facility or a Tahoma School District facility under the Facility Use Agreement, scheduled and maintained by the city staff.

Setting Your Fees

When proposing your fees please consider:

- Fee for Program (Monthly/Session)
- Drop-in Fee (if appropriate)
- Proration Fee (if allowed)
- Material costs (may be paid to instructor)
- Equipment/props required



Facility Use and Availability



Room, Gym or Park Field Assignments

The assignment of facilities will be based on activity, current availability and potential or actual revenue generated – smaller classes will need to be moved to other rooms or cancelled if the revenue does not warrant use of a specific room and based on availability of requested room.

Lake Wilderness Lodge Rooms:

Note: Rooms are subject to change due to class attendance & facility functions

- **Dance Room** - 23'x47' wood floor, windows, mirrors, outside access, sound system, view of lake, capacity 25 – 30 active
- **Grove Room** - 23'x28' – wood floors, windows, mirrors, outside access to patio, sound system, view of lake, capacity 12-15 active
- **Main Upper floor**- main lodge 55'x 35' - carpeting, windows, outside access to deck, sound system, view of lake, capacity sitting 75, Active 40
- **Main Lower floor**- lodge 55'x 35' - carpeting, windows, sink, outside access to covered patio, no sound system, view of lake, capacity sitting 75, active 40
- **Maple Room** - North Wing (Large room) carpeting, windows, white board, no sound system, view of lake, capacity 45
- **Rainier Room** - North Wing (Small Room) carpeting, white board, windows, no sound system, view of lake & mountain, capacity 30

Park Fields and Facilities

- Lake Wilderness Park– Grass areas, trails, fields, courts
- Summit Park - Lighted, Turf sports fields, covered picnic area, sport court, skate park
- Legacy Site - Covered, lighted pavilion, trails

Community Rooms

- Wilderness Room (large)- windows, Tile floor, white board, sink, outside access, no sound system, view of lake & mountain, capacity 45
- Cedar Room (small)- windows, white board, sink, outside access, no sound system, view of lake & mountain, capacity 25

Tahoma School District Facilities- gyms, fields, classrooms and meeting rooms will be scheduled through MV Recreation staff via TSD facility manager and registration fees will be inclusive of any extra facility rental costs per program.



Navigating Your Contract



Upon approval and acceptance of proposed class, the Recreation Manager will contact you and these steps need to be completed for the contract process:

Please provide:

- Service Provider Official Name, Business address, phone number, fax number and e-mail
- Type of company – LLC, sole proprietor, corp., etc.
- W9 with Tax Identification number or social security number
- Service provider contact person
- Type of Instructions (Dance, Art, Painting, etc.)
- Proof of insurance adding City of Maple Valley as an additional insured **and** Endorsement Page

Note: Contract – Expires annually unless terminated sooner under the provisions of the contract.

Routing of Contract:

Once all the above is turned into the Recreation Manager, the instructor will sign the contract that will be routed to the City Clerk's Office to be reviewed by the City Attorney and the City Manager. This takes approximately two weeks. Following this the instructor will receive a signed copy.

Marketing for class:

Once the class is approved and finalized, it's time for you to begin your creative planning and marketing. This is when you should work with Rec staff to make colorful flyers etc. to promote your classes. These will be posted in the kiosks and brochure racks. Please email a version to Mark.Ratcliffe@maplevalleywa.gov in a Word or Publisher format for proofing and a content check.

Contact Information

Mark Ratcliffe
Recreation Manager
City of Maple Valley Parks & Recreation

425.432.9953 ph
Mark.Ratcliffe@maplevalleywa.gov

Insurance Requirements

Below are guidelines for determining insurance requirements for contracted instructors of Maple Valley Parks & Recreation programs. Each class or activity will be individually reviewed by the City's Risk Management staff for its proper placement in one of the two specific categories below.

I. Passive Activities or Classes – These activities have a low liability of risk and the City of Maple Valley shall not require general liability insurance be provided for these activities if they are held in a group setting. These activities shall include, but not be limited to the following:

- Arts and craft classes – *painting, drawing, sketching, sewing, quilting, etc.*
- Lectures & seminars
- Music or singing classes
- Armchair travel classes
- Language, history and cultural classes
- Photography classes
- Stage bands and theatrical or music performances
- Video or computer games and classes

II. Active Activities or Classes - These activities have a moderate or high liability of risk and require the contractor to provide insurance to the levels listed below. These activities shall include, but not be limited to the following:

- Martial arts (contact or non-contact) - *Tai-chi, Karate, Self-defense classes or training, etc.*
- Triathlons, jogging, running or training classes
- Boxing or any bodily contact activities
- Science activities or instruction
- Swimming, boating or lake activities
- Arts Classes using heat, fire, fuel or a moving wheel or parts - *sculpture, pottery etc.*
- Pet training classes
- Classes for archery, fishing, hunting, guns, etc.
- Athletic activities or active camps and clinics
- Equestrian activities or cycling & biking activities
- Pony or animal rides, petting zoos, animal acts and stage shows
- Classes for dance
- Sporting activities - *golf, fishing, tennis, etc.*
- Cheerleading or jumping activities
- All exercise/aerobic classes - *Yoga, Stroller Strides, Zumba. Etc.*
- Cooking or baking classes or workshops

At no time may a contracted instructor provide transportation to participants for any reason.

Insurance Amounts

The City of Maple Valley **shall be added as additional insured** and shall require at a minimum the following:

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 aggregate limit policy.

Proof of Automobile Liability insurance must meet the minimum State of Washington requirements and the carrier providing the liability policy must be licensed to do business in Washington State.

Note: The policy's endorsement page is also needed. **See page 12 for example.**

Contact Information

Mark Ratcliffe
Recreation Manager
City of Maple Valley Parks & Recreation

425.432.9953 ph
Mark.Ratcliffe@maplevalleywa.gov

Writing Program Descriptions

2022Session Dates:

Winter 2022- Program promotion info due to Recreation Manager as notified
Registration opens as available under protocol. Classes run from January – April 2022

Spring/Summer 2022 – Program promotion info due to Recreation Manager as notified
Registration opens 4/5/22. Classes run from May– August

Fall 2022 – Program promotion info due to Recreation Manager by 6/21/22
Registration opens 8/16/22. Classes run from September – October

Winter 2023 -Program promotion info due to Recreation Manager by 9/7/22
Registration opens 12/6/22. Classes run from November - December

Complete Instructor Course Template and return to Recreation Coordinator – Allison.scott@maplevalleywa.gov

1. You must indicate if your classes can be prorated if people want to register late. If so, how much are you charging?
2. Rates for Drop in students, if permitted?
3. Participant/Student minimums and maximums for each class
4. Current room using and indicate the preferred room you would like **if** availability can be arranged.
5. Include any pictures, or contact info to use – It needs to be able to copy and paste. If it was used in the last edition then we have it but, please request to have it included.
6. Include the instructor name in each description
7. A new Course Template for any new classes you may want to offer – including expansion of current classes.
8. **Next page #8** See Information regarding Course Template information
9. Make your class descriptions exciting and fun.

Note: While not ideal - when using a one-time materials fee, to be paid to the instructor, be sure to include what it's for and don't over-charge. It's really better to just include any materials in the price of the class.

2022 Tahoma School District Vacations	
• MLK/Semester End	1/17 & 1/26
• Mid-Winter Break	2/21 – 2/25
• Inclement Weather day	3/19
• Spring Break	4/11 - 4/15
• Memorial Day	5/28 & 5/31
• Last Day of School	6/17
• Veterans Day	11/11
• Thanksgiving	11/24 & 25
• Holiday Break	12/19-1/2

2022 LW Lodge/Park Closure Dates	
Days to avoid – Lodge/Park not available or closed.	
• New Year/MLK	1/1 & 1/17
• Presidents Day	2/21
• Fishing Derby (LW Park)	4/23
• Memorial Day	5/30
• Triathlon (LW Park)	6/5
• Maple Valley Days (lodge/park)	6/11-12
• Juneteenth Holiday	6/20
• Independence Day	7/4
• Labor Day	9/5
• Veteran's Day/Thanksgiving	11/11 & 11/24, 25
• Christmas/New Year's	12/23, 26 & 12/30, 1/2

Contact Information

Mark Ratcliffe
Recreation Manager
City of Maple Valley Parks & Recreation

425.432.9953 ph
Mark.Ratcliffe@maplevalleywa.gov

Instructor Course Information Template

1. Instructors will be required to submit your course information to Recreation Coordinator via email **using the attached Instructor Course Template**. Please fill out each section on the form and **SAVE AS** before submission.
2. If you teach the same class on multiple days, you will need to fill out separate forms per day of the week the class is held. For example, if you teach Yoga on Mondays and Wednesdays, you will fill out one form for Mondays, and one form for Wednesdays. **Please indicate the day of the week** in the Class Title/Name section of the form. **Ex: Class Title/Name: Yoga – Mondays**.
3. The Instructor Course Template will act as your FAQ and will contain all the necessary information for your class/program to be entered into our registration software. **Please enter your information & check thoroughly before submitting**.
4. Current bio and photo will be used for information in software. If you need to update new photos, please send as an attachment to parksrec@maplevalleywa.gov
5. The Instructor Course Template form will be submitted with each registerable course. See page 19. Make sure to **“Save as”** before sending the form back to Recreation Coordinator for program promotion submittal.

ABSENCES, SUBSTITUTES, REFUNDS & COURSE CANCELLATIONS – An email or call to the Recreation Office must be initiated at least 48 hours in advance, by the instructor and forwarded to Allison.Scott@maplevalleywa.gov & Mark.Ratcliffe@maplevalleywa.gov for any class or program changes.

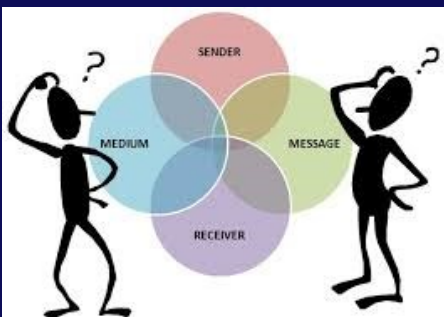
Absences/Inclement Weather Cancellations: If an instructor is ill or unable to meet with his/her class, the instructor must notify the recreation office prior to when course is scheduled. If the course is scheduled in a park or at an unstaffed facility the instructor must notify the Recreation Coordinator at the number s/he provides. It is the Instructor's responsibility to notify students of a course cancellation of this nature. If weather is inclement, the city will follow the TSD school delay/closure protocol. If delayed, all classes will be cancelled prior to noon. If TSD schools are closed for the day, the P&R Department will make a decision on the safety of offering afternoon classes and notify the instructor by noon of the decision.

Substitutes: An instructor may arrange for a substitute provided that substitutes are approved through the City's background check policy. Substitutes, who are not Contracted Instructors with the City of Maple Valley, must submit an Emergency information form and complete the on-line background check provided through the city's HR department. The instructor must arrange any payment agreements with substitutes.

Refunds/Withdrawals: MVPR is committed to participant satisfaction and will follow up on any issued participant complaint. If a participant contacts MVPR after the first class meeting and is dissatisfied, a prorated refund will be considered. For classes meeting more than one day, students may receive a partial refund if they withdraw within 24 hrs prior to the first class meeting. Instructors will be compensated based on the revenue after final registrations. Although we do not encourage refunds after the start of classes, the Recreation Manager reserves the right to extend a refund to a customer at any time based on a case by case situation. All refund requests must be received in writing to parksrec@maplevalleywa.gov.

Course Cancellations: The City of Maple Valley reserves the right to cancel, combine or divide courses; to change the time, date or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If the Recreation Department cancels your course, the department will notify students and issue any necessary refunds.

Communication is Key



Tips for Writing Course Descriptions

Writing convincing course descriptions will determine the success or failure of your class. Other than actually teaching your class, this will be the most important thing you'll do to attract new students. The instructors who spend quality time providing creative and effective descriptions that grab the reader and entice them to register, are the same ones worry how to handle the large registration numbers. Here are some of the top tips for writing course descriptions.

1. Use the second or "you" person

Write your description using the second person. Use "you" or imply you in your descriptions. Do not use the third person, such as "students will" or "participants will find"

2. Create an engaging first sentence

The first sentence is the most important of all. Spend some time on the first sentence, especially the first six to seven words. The first sentence needs to be engaging. Outcomes, fascinating facts, definitions and new information are all good openers.

3. Use action verbs

The worst opening line is "this class will....." Instead, use action verbs like Discover, Acquire, Get, Take home, or Find out. Save the word "learn" for the second or third line of your description.

4. Vary words and techniques

Vary your words and writing techniques for your course descriptions. Do not have each description read the same. Get out the thesaurus or go online and find alternative words to use.

5. Spice it up

If you have a successful course, do not modify the course description. But for those courses just doing average or below, jump start those with some juicy words, those rarely used words that have impact.

6. Word Count

Your course description should be between 60 and 100 words. Please complete the [Instructor Class Template](#) with completed information to Allison.Scott@mapelevalleywa.gov



How the Recreation Department Promotes your Classes

Our success only comes if you are successful. For this reason the city has committed to investing several thousands of dollars in some proven marketing concepts and ideas which will surely help in an improved bottom line.

All contracted instructors selected to teach for the city will receive the following marketing solutions as part of their contract.

- **Official Parks & Recreation Guide** – Your information promoted in full color as part of the new detailed Virtual Recreation Guide emailed directly to over 7,000 households - 3 times a year
- **Website** – The City's website is receiving new visitors daily who are looking for recreation activities. The city's website www.maplevalleywa.gov averages 5000 visitors per month
- **Online Registration** – The website is fitted with a registration module so the public can easily sign up for your class check it out at www.maplevalleywa.gov/fun
- **Social Media/Promotion/Press Releases** – Via the City of Maple Valley Communications Department
- **Signage around town** – Marketing via banners posted around the City as ordinances permit
- **Flyers** – Supplying color copies of your flyers or handouts for your classes is available
Work with Recreation staff to produce flyers.
- **E-Notices** – The website comes with the ability to generate email notices to past participants.
This option will be implemented more as the database grows
- **Tahoma School District** – You can contact TSD and sign up for their **Peach Jar** program for E-flyers
- **The Guide and News Letters** – In addition to the guide being emailed directly to over 7,000 households 3 times a year; P&R will be sending our periodic News Letters, Facebook posts and News Releases
- **Special Events** – The city hosts several special events throughout the year and the mobile Parks & Recreation marketing tent is always there promoting your classes
- **Kiosks around the Park and Lodge** – Several outside marketing kiosks around the Lodge and Park are updated with the most current news and offerings of the department



Promoting Your Own Class: Things to Do!

Publicity and marketing is a lot of work and takes time. The contracted Instructors we have who are successful work diligently to market their classes in ways the city does not. Below are some to try!

Any marketing using the city logo for a city activity must be approved in advance and distributed in a manner representing the city's marketing principles and strategies.

A couple of things to avoid: When promoting your classes, refrain from using ads on private mailboxes and also from donating your class and or services for charitable auctions. Remember 30% of your fee is contracted to the City of Maple Valley and therefore not available to donate.

- **Become a Speaker:**
Contact a local Lions Club, Rotary Club and volunteer your talents as a speaker on a subject related to your class. Do not forget to plug your class in the speech. A list of all local service clubs is available online.
- **Direct Mailing of Post Cards:**
The least expensive method for contacting individuals is US Mail. Make sure you maintain a good mailing list.
- **Email List of Students:**
Recreation staff will provide your class rosters with email per your request. We ask that the instructor send out a welcome message at least 24 hours prior to the start of a new session welcoming your participants and sharing any important class information. This can also be used to promote future classes. Don't abuse or SPAM
- **Social Networks:**
Marketing on social media outlets is a top way of promoting your classes. All contractors are encouraged to use this growing trend in the industry. What you should never forget is to always provide useful information and actual and useful knowledge. Top results are currently being received when our instructors use their social media efforts and refer any perspective students to the City's website at www.maplevalleywa.gov/fun
- **Make a blog, eBook, Forum or Newsletter:**
Maintaining an active blog in order to support your classes or activity is the best thing to do. Update it 2 or 3 times a week with engaging, useful and informative content (NOT boring advertising stuff).

Use your imagination and think out of the box!



Safe Music Levels

For the protection of public health the Parks & Recreation Department requests that sound from your classes be within safe decibel (dB) levels. Please be considerate to others in the building and keep those in your class safe! If you have questions or would like to check your class's decibel levels the Recreation staff is available to check your levels.

Protecting Your Hearing »

Noise-induced hearing loss can be prevented!

Learn about the three things you can do to protect your hearing from damaging noises.

NOISE LEVELS BY DECIBELS

Pneumatic Precision Drill	119
Hammer Drill	114
Chain Saw	110
Spray Painter	105
Hand Drill	98
NIOSH Recommended Exposure Limit	85
Normal Conversation	60
Whisper	30



Insurance and Liability

The City of Maple Valley must be listed as additionally insurance in the "Certificate Holder" box and a copy of the Endorsement Page from the policy with the policy number matching the certificate. See more on insurance on **Page 6**.

Instructors are responsible to complete a **City of Maple Valley Incident Report** for any injury or Incident, occurring before, during or after their class. Furthermore, the report should be used by the instructor or staff if they witness any incident occurring on City of Maple Valley property. All reports are due to Parks & Recreation Staff within 12 hours to the incident. See **page 25**.

Policy Number: **NEED**

Owners, Lessees Or Contractors (from C)

ADDITIONAL INSURED

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE COVERED UNDER THE FOLLOWING:

LIABILITY COVERAGE PART:

Name of Person or Organization:

The City of Maple Valley
PO Box 320
Maple Valley, WA 98038

NEED

1. SECTION II - WHO IS AN INSURED is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of "your work" for that insured by or for you.

2. With respect to 1. above, the following additional provision applies:

SECTION IV. 5. Other Insurance is replaced by the following:

5. Other Insurance.

The insurance offered by this Coverage Part is primary insurance and we will not seek contribution from any valid and collectible "other insurance" available to the insured unless the

valid and collectible "other insurance" is provided by a person or organization who is not shown in the schedule. Then we will share with that valid and collectible "other insurance" by the method described below.

If all of the valid and collectible "other insurance" permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the valid and collectible "other insurance" does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED: **YOUR NAME**

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIODS INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THIS POLICY DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN HAVE BEEN REDUCED BY PAID CLAIMS.

AREA	CODE	TYPE OF COVERAGE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	1	GENERAL LIABILITY				
		2. CONTRACTORS' GENERAL LIABILITY				
		3. PROFESSIONAL LIABILITY				
		4. AUTOMOBILE LIABILITY				
		5. AIRCRAFT LIABILITY				
		6. RAILROAD LIABILITY				
		7. STEAMSHIP LIABILITY				
		8. TUGBOAT LIABILITY				
		9. BARGE LIABILITY				
		10. RIVER VESSEL LIABILITY				
		11. LAKE VESSEL LIABILITY				
		12. BOAT LIABILITY				
		13. RAILROAD LIABILITY				
		14. STEAMSHIP LIABILITY				
		15. TUGBOAT LIABILITY				
		16. BARGE LIABILITY				
		17. RIVER VESSEL LIABILITY				
		18. LAKE VESSEL LIABILITY				
		19. BOAT LIABILITY				
		20. RAILROAD LIABILITY				
		21. STEAMSHIP LIABILITY				
		22. TUGBOAT LIABILITY				
		23. BARGE LIABILITY				
		24. RIVER VESSEL LIABILITY				
		25. LAKE VESSEL LIABILITY				
		26. BOAT LIABILITY				
		27. RAILROAD LIABILITY				
		28. STEAMSHIP LIABILITY				
		29. TUGBOAT LIABILITY				
		30. BARGE LIABILITY				
		31. RIVER VESSEL LIABILITY				
		32. LAKE VESSEL LIABILITY				
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		95. LAKE VESSEL LIABILITY				
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		97. RAILROAD LIABILITY				
		98. STEAMSHIP LIABILITY				
		99. TUGBOAT LIABILITY				
		100. BARGE LIABILITY				

CERTIFICATE HOLDER

City of Maple Valley
PO Box 320
Maple Valley, WA 98038

NEED BOTH

CANCELLATION

SECONDARY ANY OF THE ABOVE DESCRIBED POLICIES IS CANCELLED BEFORE THE EXPIRATION DATE HEREON. THE SECONDARY POLICY WILL REMAIN IN FORCE UNTIL THE EXPIRATION DATE OF THE PRIMARY POLICY. THE SECONDARY POLICY WILL REMAIN IN FORCE UNTIL THE EXPIRATION DATE OF THE PRIMARY POLICY. THE SECONDARY POLICY WILL REMAIN IN FORCE UNTIL THE EXPIRATION DATE OF THE PRIMARY POLICY.

NEED BOTH



Invoicing: Request for Payment Procedures

- **PICK UP ROSTER PRIOR TO EACH CLASS:**

Request your class roster by email at least **24 hours** prior to each class and use it to take attendance to parcsrec@maplevalleywa.gov

- **CHECK YOUR COURSE ENROLLMENT:**

You can inquire about your enrollment at any time. The Parks & Recreation Office can be reached at 425-432-9953 or check online at www.maplevalleywa.gov/fun

- **REQUESTING ROSTERS FOR INVOICING:**

The Parks & Recreation class rosters are to be used to calculate instructor payments. The final rosters with session totals are available (after the last class) by contacting the office staff during business hours at 425-432-9953 or emailing per the below contact: **(Please make sure you use the Staff Payment Roster with invoicing)**

M-F 8:00 am – 5:00 pm parcsrec@maplevalleywa.gov. You may also request rosters in person. Rosters must accompany your invoice.

- **PAYMENT PROCESS:**

The City of Maple Valley invoices are approved for payment by the City Council on the 2nd and 4th Wednesday of each month. All invoices must be received in the Parks & Recreation office per the below schedule on page 14.

(available in Mid-December) **Please note: Only one invoice process date in MAY and OCTOBER in 2022**

Email invoices to:

Allison.scott@maplevalleywa.gov and parcsrec@maplevalleywa.gov

Process: Upon completion of the most recent session, all recreation service providers (class instructors) must mail or email their requests for payment (invoices) to the Recreation Manager and the Parks & Recreation Office on or before 12:00 Noon by the dates listed on schedule.

ELECTRONIC FUNDS DEPOSIT OPTION: NEW! Direct Deposit option (highly suggested)

Most of you instructors have switched to electronic payments already. It is not mandatory, however you will be paid “faster” (not waiting for a check). If you wish to receive payments electronically please:

1. Open the below PDF file (*right click and open using Acrobat*)
2. Complete the form.
3. Print and return to Finance at City Hall: City of Maple Valley

Attn: Finance Department
PO Box 320
Maple Valley, WA 98038
425.413.8800

ELECTRONIC FUNDS
TRANSFER DEPOSIT



2022 CLAIMS DUE DATE SCHEDULE City of Maple Valley invoices are approved for payment by the City Council on the 2nd and 4th Monday of each month. If a Council meeting falls on a holiday, vouchers are approved on the following day (Tuesday). The only exception is December when we are preparing to close out the year.

The following is a list of Audit Committee meeting dates along with the dates when invoices and complete and signed requests are DUE INTO FINANCE.

Please email finance2@maplevalleywa.gov if you have any questions. Any requests for exceptions to any of these dates MUST be submitted to and approved by the Finance Director.

2022 AP Invoice Schedule



Invoicing for Services

Contracted Instructor INVOICE

Scan, Email or Send completed invoice to: Attn: Recreation Manager
22500 SE 248th Street Maple Valley, WA 98038
parksrec@maplevalleywa.gov Phone: (425)432-9953

Note: this invoice template is available for your use. However, any style of invoice is acceptable as long as ALL the below information is included and it is signed.

Please include class rosters provided by MV Parks & Rec w/all Invoices

Service Provider Information		Completion of all sections is required
Invoice #	(Required)	Date:
E-mail Address:		
Official Name: (As Listed on Contract)		
Contact Name:		
Address:		
City:		Zip:
Phone #:		
Current Contract #	(Required)	(As listed at the top of your contract)
Class Information		
Class Title:		
Class Start Date:		Class End Date:
Class Times:		Ages:
Billing Breakdown	Number of Participants x Class Fee	Total Fee
Registrations		\$
Punch Cards		\$
Drop-ins		\$
Adjustments <i>Refunds, Proration, etc.</i>		\$
Total Collected		\$
Adjusted Total Revenue		\$
Division of Funds		
Amount to City (30%)		\$
Amount to Instructor (70%)		\$
Less Facility Fee (if a TSD facility used)	# of hours @ \$ per hour =	(Less) \$
Total Amount Due to contracted instructor:		\$

Signature Required _____



Taxes and W-9

The City Maple Valley will not withhold money for social security or federal income tax. Annual payments to the "Independent Contract Instructor" from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.



The Form W-9 (attached on the following page) is an information return. It is commonly used by Cities that hire independent contractors.

The purpose of the W-9 is to gather a payee's correct tax information, including name, current address, and taxpayer identification number (TIN). The TIN is a payee's Social Security number (SSN) or Employer Identification Number (EIN).

The W-9 is not directly collected by the IRS. It is used by cities to gather a payee's tax information and subsequently included in that entity's 1099 form, which reports miscellaneous payments other than wages, typically those made to third parties or independent contractors. A W-9 also certifies that a payee is exempt from backup withholding.

The W-9 form is for self-employed persons or those parties working as an independent contractor; in contrast with the W-4 form which is for individuals who work for a particular employer and subsequently have taxes withheld by that employer.

A W-9 form is needed by both individuals and business entities such as S and C Corporations and Limited Liability Companies.



W-9 Form

Form W-9
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
<p>Check appropriate box for federal tax classification:</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ Exemptions (see instructions): </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <input type="checkbox"/> Other (see instructions) ▶ Exempt payee code (if any) _____ </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Exemption from FATCA reporting code (if any) _____ </div>	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	Employer identification number
<div style="display: flex; justify-content: space-around;"> </div>	<div style="display: flex; justify-content: space-around;"> </div>

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X
Form **W-9** (Rev. 8-2013)

Income Returns:
Who should file them and when?



Instructor Emergency Form

City of Maple Valley

Emergency contact information for Instructors

Background Check Form

I am providing the following emergency contact information for the City's use by listing two individuals, in order of priority, who can be reached in case of accident, sudden illness, etc.:

Your Name: _____ Email: _____

Contact 1:

Name: _____ Relationship: _____

Phone number: _____

Phone number: _____

Contact 2:

Name: _____ Relationship: _____

Phone number: _____

Phone number: _____

I am also providing the following emergency notification data for the City's use in the case of regional disaster, such as an earthquake, by listing one individual who lives outside of Washington State: (OPTIONAL)

Name: _____ Relationship: _____

Home Address: _____
No. & Street City State Zip Code

Phone number: _____

Phone number: _____

This Form must be submitted to: becky.munson@maplevalleywa.gov at Maple Valley City Hall.

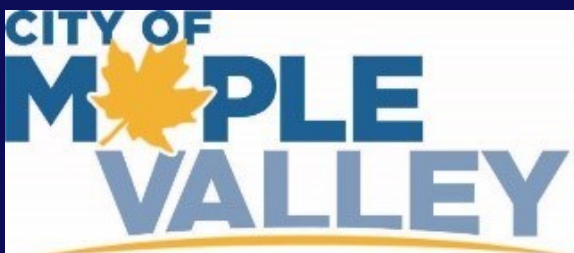
You will receive an email link to complete the mandatory nationwide background check annually while you are contracted as an instructor or substitute instructor with the city.

I understand it is my responsibility to advise the City of any changes to this data:

PRINTED NAME

SIGNATURE

DATE



Course Information/Description



INSTRUCTOR COURSE TEMPLATE

*Instructors to fill out one form per class to be registered in, do **not** combine multiple class titles on one sheet. Instructors who teach same class on different days will need to complete a form per registerable class*

Instructor Information

Name:
E-Mail Address: Phone Number:
Publish Contact Information in Rec Guide? ☐ Preferred Contact Information Published: ☐

Course Information

Class Title/Name:

Day(s) of the Week Class is Held: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.
☐ ☐ ☐ ☐ ☐ ☐ ☐

(One class title per form, multiple sessions can be listed in table below)

Start Time:	End Time:	Start Date:	End Date:
Start Time:	End Time:	Start Date:	End Date:
Start Time:	End Time:	Start Date:	End Date:
Start Time:	End Time:	Start Date:	End Date:

Exclusion Dates for Entire Quarter:

(Days classes will not be held-holidays, vacations, breaks)

Program Fee: Drop In Fee:

Minimum Capacity: Maximum Capacity:

(# of participants) (# of participants)

Minimum Age of Participant: Maximum Age of Participant:

Gender: Location/Room Request:

Changes to Current Course Description (if needed): Please review your current description [here](#).

Registration Notes:

(Extra info. registrants need to know that will print on customer receipt extra fees, attire, materials needed, etc.)

Do you allow proration for late registration?:

(If yes, the system will auto-calculate the amount of proration based on class fee & number of sessions)



Participant Medical Info Form– Example

City of Maple Valley Parks and Recreation Department Annual Participant Medical Information Form

Fitness/Dance class participants are required to complete and return (to the instructor) this medical information form annually. It will remain on file with the class instructor and used only in case of emergency.

Today's Date: _____
New student _____ Repeat student _____
Name of Class _____ Instructors name: _____ Class Dates: _____

General Information:

Participant Name: _____ Age: _____ Birth Date: _____
Gender (circle): Male _____ Female _____
Email: _____ Address: _____ City: _____
Zip: _____ Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Emergency Contact Information: (other than parent/guardian or doctor). This person will be called if contact cannot be reached using the above information.

Print Name: _____ Relationship to participant: _____
City: _____ Home Phone: _____ Cell phone number: _____

Name of person completing this form: _____ Relationship _____

Medical Information: Are you (your child) physically capable of participating in this class or activity? ☐ Yes ☐ No
Precautions, medical conditions or important information about your health that the instructor should know?

Currently take medications? No ☐ Yes ☐ List medications: _____

Allergies? No ☐ Yes ☐ List allergies: _____

Allergic to medications? No ☐ Yes ☐ List types of medication: _____

Have Food Allergies? No ☐ Yes ☐ List: _____

Heart conditions? No ☐ Yes ☐ List: _____

Known physical restrictions? _____

Physician Name: _____ Office City _____ Phone Number: _____

Medical Insurance Provider: _____ Policy #: _____

Last physical exam? Month _____ Year _____

Preferred emergency hospital: _____ City _____

Comments: _____

General Waiver:

I, _____ assume all risks and hazards incidental to participating in City of Maple Valley Parks & Recreation activities, and do hereby waive release, absolve, indemnify, and agree to hold harmless the City of Maple Valley and its employees, supervisors, participants, volunteers and contracted instructors, for any claim arising out of injury, damage, or personal loss incurred to myself or my family members in connection with the activities sponsored or co-sponsored by City of Maple Valley Parks and Recreation. I, undersigned, am fully aware of the potential dangers and risk inherent in these activities, including physical injury, death, or other consequences that may arise or result directly or indirectly from participation in these activities.

I have read and understand the above,

Signature of (adult 18+) participant: _____ Date: _____



Incident/Accident/Conversation Report(Medical/Rescue) Form

This form must be completed by the Instructor if an incident occurs during program. Forms are available in the P & R Office.
Link to digital version of the Incident/Accident/Conversation form <https://maplevalleywa.seamlessdocs.com/f/IACreport>



IAC REPORT (Incident/Accident/Conversation)

This report is to be completed by employees and supervisors, and reviewed by the Division Manager.
Completed form should be routed to Parks and Recreation Director within 48 hours of the incident/accident.

I AM REPORTING AN <input type="checkbox"/> Incident – Encounter with patron, behavior/discipline, etc. <input type="checkbox"/> Accident – Injury of person/patron(s) <input type="checkbox"/> Conversation/Narrative		P&R File # _____ File # Assigned By: I.N.	
EMPLOYEE SECTION – Complete this form immediately following an incident/accident/conversation and route to your first line supervisor. Please PRINT CLEARLY. <i>NOTE: If EMPLOYEE is involved in a work-related accident/injury, City vehicle accident/damage, or City equipment/property damage, DO NOT complete this form. Please refer to the policy and complete the form based on the policy. If you are unsure which report to complete, consult with a supervisor.</i>			
PERSON INVOLVED (first, last)	DOB or Age	ADDRESS	PHONE
ADD'L PERSON INVOLVED (first, last)	DOB or Age	ADDRESS	PHONE
ADD'L PERSON INVOLVED (first, last)	DOB or Age	ADDRESS	PHONE
DATE	TIME	WEATHER	
LOCATION (be specific, facility and location within facility)		PROGRAM	
WHAT HAPPENED? Describe incident, accident or conversation using factual details, as well as events leading up to the incident, accident, or conversation. Attach photos or additional pages if needed.			



Class Proposal Form— page 1

New Class Proposal Form Submit to Recreation Office One needed for each class offered.

Instructor _____
Organization _____
Address _____
City _____ Zip _____
Preferred Phone _____
Alt. Phone& Email _____

Information listed below represents a proposal I am submitting for consideration by the City of Maple Valley Parks & Recreation Department.

Class/Program Title _____

PROGRAM/CLASS DESCRIPTION

GENERAL INFORMATION

First Choice

Weekday(s) this class is offered: Su M T W TH F Sa

Location/Room _____

Proposed Start Date _____ Proposed End Date _____ Beginning
Time _____ Ending Time _____

Second Choice

Weekday(s) this class is offered: Su M T W TH F Sa

Location/Room _____

Proposed Start Date _____ Proposed End Date _____ Beginning
Time _____ Ending Time _____

Please circle the **seasons** this program would be offered.

WINTER January-April

SPRING/ May-August

SUMMER

FALL September/October—November/December

Please describe the **ages** this program would be offered for.

From _____ to _____ years

Min. # of Students-: _____

Max. # of Students _____



Class Proposal Form– Page 2

Proposed **Fee** Charged for the Class \$ _____

SUPPLIES & EQUIPMENT

Facility Requirements

Equipment or supplies provided by the **Instructor**.

Equipment or supplies provided by the **Recreation Department**.

INSTRUCTOR PAYMENT INFORMATION

How instructor would like to be paid for services rendered: (please choose one option)

Percentage split of **70% to instructor / 30% to City of Maple Valley**.

Volunteer Time/No Payment Requested

Do you have current CPR & First Aid Certification? Please list dates of certification.

CPR _____ First Aid _____

Do you currently possess Commercial Liability Insurance? Yes No

Have you taught this class before? Yes No

If yes, when? Where? _____

Please explain the experience you have teaching this class or cross training experience that enables you the ability to teach the proposed class.

Please list at least 2 professional references.

Name	Organization	Phone Number
------	--------------	--------------

Instructor Signature _____ Date _____



Recreation Classroom Condition Form

Instructor:	Class:			Room:		Date:	Time:
	DIRTY	UNSAFE	BROKEN	NOT WORKING	OTHER	COMMENTS	
Parking Lot							
Lodge Entry							
Lights							
Floors							
Mirrors							
Walls							
Speaker/Sound							
Public area							
Heat							
Air Conditioning							
Chairs/Benches							
Restrooms							
Stairs/Elevator							
Doors							
Closet							
Other							

We appreciate you selecting to offer programs/classes at Lake Wilderness Lodge. Because many different activities are offered here and in most cases there is very limited time between programs, we ask for you to please do your part to keep the facility looking good. If everyone simply does their part and cleans up after their participants there will be no issues.

In efforts to assure a clean and properly set up room, we have provided this form for you to use if you don't find the assigned space in satisfactory condition. Please don't abuse this form; it should only be used in extreme or repeated situations.

Instructor may be billed for cleaning fees beyond normal use at a rate of \$40.00 per hour, billed in 15-minute increments.

Per your contract, instructors are responsible for returning city or TSD space/room to the original condition or better upon completion of classes. This includes sweeping floors and any spill/heavy dirt. See Lodge Staff regarding location of cleaning supplies.

To avoid any issues instructors are to only permit water in the assigned class rooms.

Office Use Only:	Date: _____
Staff initials of who received this form: _____	Rec Staff reported to: _____
Staffs follow up and result: _____	Staff time to address issue: _____
Staff Comments: _____	By: _____

